



ADDENDUM NUMBER 2

**REQUEST FOR PROPOSAL
CITY OF SANDY SPRINGS GENERAL GOVERNMENT SERVICES**

RFP # CM-FY19 COMMUNICATIONS SERVICES

**PROPOSALS DUE:
JANUARY 31, 2019 NO LATER THAN 2:00 P.M.**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

Questions:

1. How can we obtain copies of the current contracts? **Answer:** The current contracts have been revised and are not relevant to this procurement.
2. What is the current pay rate per position? **Answer:** Answer: Please use the link below to access the most recent fiscal years task orders from the June 19, 2018 Mayor and Council meeting to see the current pay rates per position.

<http://www.sandyspringsga.gov/Home/Components/MeetingsManager/MeetingAgenda/HtmlView/?id=4749&published=True&includeTrash=False>
3. On the current contract, how many vendors were awarded? **Answer:** Multiple qualified vendors were awarded contracts but only one task order was awarded per work package.
4. Companies without OSHA violations, how do you want it addressed in the bid package? **Answer:** A statement that there were no OSHA violations should be included in that section of the bid package.
5. Regarding Key Personnel resumes -- If a Key Person has been with our firm for more than five years, are we correct in assuming that we would not need to provide the information requested in Attachment L-1 part 9? Part 9 reads as follows:

Previous positions (last five (5) years)

- a. Firm and period of employment
- b. Significant experience

- c. Number and type of employees supervised
- d. Specific projects
- e. Immediate supervisor's name, address, telephone number and employer (indicate if supervisor may be contacted)
- f. Provide two (2) customer references, including address and telephone number

Answer: The information requested should be provided even if it is for experience with your firm.

- 6. For a Key Person who has not been with our firm for at least five years, are we to include two customer references for the overall resume, or is Sandy Springs requesting two customer references for each of the previous positions over the last 5 years? **Answer:** Two customer references for each of the previous positions over the last five years.
- 7. Regarding the Fee Proposals -- We understand that we are to provide a stand-alone staffing and fee proposal for each department that we are proposing on and we will do so. However, when considering proposing on more than one department should we see an opportunity to create efficiency, if we were to be awarded more than one department would the City want to see that proposal? **Answer:** No. If so, will the City describe how it wishes to receive that proposal?
Answer: N/A

I hereby acknowledge receipt of Addendum Number 2 for RFP #CM-FY19 City of Sandy Springs General Government Services Communications Services and have incorporated the changes into my response for the above mentioned Request for Proposal.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____